

Program:	347-S								
Term:	August 1 2022 to July 31 2023								
Title:	U.S. District Court Violations Notice Books								
			ENNIS INC dba						
			MUTUAL GRAPHICS		HIGHLAND COMPUTER FORMS		CURRENT CONTRACTOR		
		BASIS OF	Powell, TN		Hillsboro, OH		Highland Computer Forms		
ITEM NO.	DESCRIPTION	AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	COMPLETE PRODUCT:								
(a)	Per matchbook(25 4-part forms per book).....								
(1)	Make-ready and/or Setup	4	No Charge	0.00	500.00	2,000.00	1,000.00	4,000.00	
(2)	Running Per 100 books	320	417.90	133,728.00	242.50	77,600.00	360.00	115,200.00	
II.	ADDITIONAL OPERATIONS:								
(a)	Digital Content or One-off Proofs.....per 4-part set.....	4	No Charge	0.00	No Charge	0.00	No Charge	0.00	
	CONTRACTOR TOTALS			133,728.00		79,600.00		119,200.00	
	DISCOUNT		2.00%	2,674.56	2.00%	1,592.00	2.00%	2,384.00	
	DISCOUNTED TOTALS			131,053.44		78,008.00		116,816.00	
						AWARDED			



June 29, 2022

This is Amendment No. 1. The specifications in our invitation for bids on Program 347-S, scheduled for opening at 11:00 a.m. on July 8, 2022, are amended as follows:

Bid opening date remains the same.

On page 10 of 14, under Section 2 – DISTRIBUTION:

Delete:

All shipments must be made by traceable means with inside delivery required to room number specified. A signed receipt is required.

Insert:

All shipments must be made by traceable means with inside delivery to the 6th floor via elevator required to room number specified. A signed receipt is required.

Bid opening date remains 11:00 am July 8, 2022.

All other specifications remain the same.

Amended bid or acknowledgement of amendment must be submitted using the method specified in the solicitation for bid submission – via email to: bidsapsdc@gpo.gov for this solicitation.

BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT PRIOR TO BID OPENING.
Failure to acknowledge receipt of amendment, by amendment number, prior to bid opening time, may be reason for bid being declared nonresponsive.

Sincerely,

JOCELYN GOODEN
Contracting Officer

U.S. GOVERNMENT PUBLISHING OFFICE

Washington DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

U.S. District Court Violations Notice Books

as requisitioned from the U.S. Government Publishing Office (GPO) by the

U.S. District Court

Single Award

TERM OF CONTRACT: The term of this contract is for the period beginning **August 1, 2022** and ending **July 30, 2023** plus up to two (2) optional 12-month extension period(s) that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

BID OPENING: Bids shall be opened at 11:00 a.m., prevailing Eastern Standard Time (EST), on **July 8, 2022**, at the Government Publishing Office, Washington, DC. (Due to the COVID-19 pandemic, this will NOT be a public bid opening.)

BID SUBMISSION: Due to the COVID-19 pandemic, the physical office will NOT be open. Based on this, bidders must submit email bids to bidsapsdc@gpo.gov for this solicitation. No other method of bid submission will be accepted at this time.

The Program 347-S and the bid opening date must be specified in the subject line of the emailed bid submission. Bids received after 11:00 a.m. on the bid opening date specified above will not be considered for award.

BIDDERS, PLEASE NOTE: These specifications have been revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at: <https://www.gpo.gov/how-to-work-with-us/vendors/contract-pricing>.

For information of a technical nature, call **David Love** at (202) 512-0307 or email dlove@gpo.gov.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 01-18)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 09-19)).

GPO Contract Terms (GPO Publication 310.2) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/contractterms2018.pdf>.

GPO QATAP (GPO Publication 310.1) – <https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qatap-rev-09-19.pdf>.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes--Level III.
- (b) Finishing (item related) Attributes--Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Nondestructive Tests--General Inspection Level I.
- (b) Destructive Tests--Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Proofs/Electronic Media

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

OPTION TO EXTEND THE CONTRACT TERM: The Government has the option to extend the term of this contract for a period of twelve (12) months by written notice to the contractor not later than thirty (30) days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed three (3) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustment(s).

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ECONOMIC PRICE ADJUSTMENT: The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s).

For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from **August 1, 2022** through **July 31, 2023**, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index for All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the twelve (12)-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the twelve (12)-month interval ending **April 30, 2022**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

NOTE: Economic price adjustments are not cumulative and are to be applied to original bid prices only.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PRE-AWARD TEST: The contractor being considered for award may be required to demonstrate their ability to produce the items required in these specifications at the requisite quality level by completing a pre-award test.

For the pre-award test, the Government will furnish a previously printed sample and an electronic file in PDF format that is representative of the furnished materials under these specifications.

The prospective contractor must print and bind five (5) sample books.

Pre-award test samples will be inspected and tested for conformance of materials and must comply with the specifications stated herein as to construction, kind, and quality of materials. Test samples will be tested for usage and/or for construction.

Test samples must be submitted to the Government within 10 workdays of receipt of furnished test materials.

Submit samples and Government furnished test materials to: U.S. Government Publishing Office, Quality Control for Procured Printing, 732 North Capitol Street NW, Stop: CSPS, Room C848, Washington, DC 20401.

Samples should be clearly marked as: "Pre-Award Test Samples for Program 347-S"

When the package is shipped a tracking number for the delivery should be emailed to: QCPP@gpo.gov.

The pre-award test samples will be used by the Government to evaluate the contractor's capability to comply with applicable requirements of these specifications and the contractor's ability to maintain that quality level throughout the test production run. Failure to provide test samples meeting the specified quality level or to demonstrate the ability to maintain the required quality throughout the submitted samples may be reason for a determination of non-responsibility.

If the pre-award test samples are disapproved by the Government, the contractor may be permitted, at the option of the Government, additional time to correct defects or to submit additional test samples if so notified by the Contracting Officer.

In the event the revised test samples are disapproved by the Government, the contractor shall be deemed to have failed to comply with the applicable requirements of these specifications and may be reason for a determination of non-responsibility.

Failure to deliver the completed test within the stated time period may disqualify the contractor from further consideration for award.

All operations necessary in the performance of this test shall be performed at the facilities in which the contract production will be performed.

The Government reserves the right to waive the pre-award test if there is other evidence that, in the opinion of the Contracting Officer, indicates that the contractor being considered for award has the capability to successfully produce the items required.

No charges will be allowed for costs incurred in the performance of this pre-award test.

POSTAWARD CONFERENCE: Unless waived by the Contracting Officer, the total requirements of the job as indicated in these specifications may be reviewed by Government representatives with the contractor's representatives at the GPO, Washington, DC, immediately after award. At the Government's option, the postaward conference may be held via teleconference.

Person(s) that the contractor deems necessary for the successful implementation of the contract must be in attendance.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "print order" and various jacket numbers for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **August 1, 2022** through **July 31, 2023** plus for such additional periods as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

WARRANTY: Contract Clause 15, "Warranty", of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) is amended for the solicitation to the effect that the warranty period is EXTENDED from 120 days to one (1) calendar year from the date the check is tendered as final payment. All other provisions remain the same.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING." The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated," it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

ADDITIONAL EMAILED BID SUBMISSION PROVISIONS: The Government will not be responsible for any failure attributable to the transmission or receipt of the emailed bid including, but not limited to, the following:

1. Illegibility of bid.
2. Emails over 75 MB may not be received by GPO due to size limitations for receiving emails.
3. The bidder's email provider may have different size limitations for sending email; however, bidders are advised not to exceed GPO's stated limit.

4. When the email bid is received by GPO, it will remain unopened until the specified bid opening time. Government personnel will not validate receipt of the emailed bid prior to bid opening. GPO will use the prevailing time (specified as the local time zone) and the exact time that the email is received by GPO's email server as the official time stamp for bid receipt at the specified location.

PAYMENT: Submitting all invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Information for using this method can be found at the following web address:

<https://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401. For more information about the billing process refer to the General Information of the Office of Finance web page located at: <http://www.gpo.gov/finance/index.htm>

Contractor's billing must be itemized in accordance with line items in the "SCHEDULE OF PRICES."

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the production of multiple-part carbonless paper sets in a matchbook style binding with chipboard back plus top cover requiring such operations as printing, numbering, binding, packing, and distribution.

TITLES: U.S. District Court Violations Notice Books

FREQUENCY OF ORDERS: Approximately three to five orders per year.

QUANTITY: Approximately, 8,000 (200,000 citation/ticket sets) books per order.

NUMBER OF PAGES: Each book consists of 25 citation/ticket sets in four parts.

TRIM SIZE:

Parts 1, 2, and 3: Detached size – 4-1/4 x 8-1/2".

Part 4: Detached size - 4-1/4 x 8-11/16".

NOTE: The size listed does not include the area of the binding stub. Stub width is 4-1/4".

GOVERNMENT TO FURNISH:

An Electronic file in Portable Document Format (PDF).

Previously printed sample

Exhibit A – Construction

Identification markings such as register marks, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on the camera copy, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the products in accordance with these specifications

ELECTRONIC PRE-PRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency as specified on the print order.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

PROOFS: As indicated on Print Order

If printing conventionally in offset the contractor shall submit one (1) or two (2) sets of digital content proofs of the 4-part form. Direct to plate must be used to produce the final product with a minimum resolution of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

If printing digitally the contractor shall submit one (1) or two (2) sets of digital color one-off proofs created using the same output device/RIP that will be used to produce the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed, folded and bound to the finished size/format of the product, as applicable. Proof will be used for color match on the press during the production run.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

When proofs are required, the contractor must not print prior to receipt of an "OK to Print".

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 13" dated September 2019. Government Paper Specification Standards No. 13 – https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/vol_13.pdf

All paper used in each copy must be of a uniform shade.

Part-1 (Original Copy): White Carbonless Bond, CB, basis weight: 20 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-80.

Part-2: (Officer's Copy): Pink Carbonless Bond, CFB, basis weight: 13-17 lbs. per 500 sheets, 17 x 22", equal to JCP Code O-80.

Part-3: (Defendant Copy): Yellow Carbonless Bond, CF, basis weight 13-17 lbs. per 500 sheets, 17x22", equal to JCP Code O-80.

Part-4: (Payment Return Copy/Instructions): Yellow Ledger, CF, basis weight: 20 lb. per 500 sheets, 17 x 22".

Folding Top Cover: High-Finish Manila Tag Board, basis weight: 150 lbs. per 500 sheets, 24x36", JCP Code P10.

PRINTING:

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150-line screen and at a minimum resolution of 1200 x 1200 x 1 dpi or 600 x 600 x 4-bit depth technology.

Print head-to-head in black. There are marginal changes from the face of parts 1 to 2 and 2 to 3 and a major change from part 3 to 4. There are major changes from the back of part 2 to 3 and 3 to 4. Copy designations (part-to-part changes) print in black. Part 3 prints red and black ink. Part-4 prints one side in black ink.

Contractor to set and position the Form Number and revision date in the lower left corner on parts 1, 2, 3 and 4.

NUMBERING: Number parts 1-4 in black on the top left. Numbering will be seven (7) numbers. Starting number will be indicated on the Print Order. Numbers will be consecutive and shall appear in the same position on each part. Crash numbering is acceptable provided, the numbers are clear and legible on all parts. Missing numbers are not acceptable.

MARGINS: Head: 3/16", Side: 3/16"

BINDING: Perforation to form the stub must be such as to guarantee easy separation of all parts in one (1) operation, but sufficient strength must be retained to prevent disengagement of any part under normal handling and shipping conditions.

SET CONSTRUCTION: Binding stub holds together Parts 1 through 4 at the 4-1/4" top with two (2) side wire stitches.

MATCHBOOK CONSTRUCTION: Bind 25 sets (Parts 1 through 4) per book, low number on top, matchbook style, with reinforcing strip on top (or at contractor's option, cover may wrap around stub). A piece of chipboard, .020-.022 caliper, is to be placed between bottom set and cover. Bottom cover to wrap around to form a writing stop. Score cover on all folds. The cover must wrap around all four (4) parts without causing any damage to the portion of Part 4 that exceeds the other three parts. For a visual guide for book construction see **Exhibit A – Construction**.

PACKING: Shrink film wrap in units of five (5) books of consecutive ticket numbers with the low ticket numbered book on top with an easy to read label stating the starting and ending numbers contained in the package. Pack 30 books per shipping container with the low numbered five book package(s) on top and label the shipping container with an easy to read label stating the starting and ending ticket numbers contained within.

LABELING AND MARKING: Contractor to download GPO Form 905 (R. 7-15) – Labeling and Marking Specifications which can be located on GPO.gov, fill in appropriate blanks, and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on www.GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125
35,001 and over	200

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label)) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address receiving the largest consignment.

A copy of the print order/specification and a signed Certificate of Selection of Random Copies must be included.

A copy of the signed Certificate of Selection of Random Copies must accompany the invoice sent to U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that the copies were selected as directed using GPO Form 917 – Certificate of Selection of Random Copies which can be located on GPO.gov. Copies will be paid for at the running rate offered in the contractor's bid, and their cost will not be a consideration for award. A copy of the print order must be included with the samples.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by GPO program, jacket, and print order numbers must be furnished with billing as evidence of mailing.

DISTRIBUTION:

Deliver f.o.b. destination; to: Central Violations Bureau, 7550 IH 10 West, Suite 600, San Antonio, TX 78229, ATTN: Wayne Hernandez, 210-301-6424, Inside Delivery Required. Christine Haas 210-301-6307.

All shipments must be made by traceable means with inside delivery required to room number specified. A signed receipt is required.

Quantities will be furnished with each order.

All expenses incidental to returning materials, submitting proofs, and furnishing sample copies must be borne by the contractor.

SCHEDULE:

Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Print Order and any electronic files will be provided by mail

Furnished material (Camera copy or previously printed sample) will be available for pickup at:

Central Violations Bureau, 7550 IH 10 West, Suite 600, San Antonio, TX 78229, Christine Haas. Office: 210-301-6307, Email: Christine_Haas@cvb.uscourts.gov .

Proofs must be delivered to and picked up from the same address unless otherwise specified.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

Contractor must complete production and delivery within sixty (60) workdays per order.

When ordered, no specific date is set for submission of proofs. Proofs must be submitted as soon as possible to allow for revised proofs samples, if required.

When ordered, Proofs will be withheld no more than two (2) workdays from their receipt at the ordering agency until they are made available for pickup.

NOTE: The first workday after receipt of proofs at the ordering agency is day one (1) of the hold time.

All proofs and transit time is included in the 60-workday schedule.

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination(s) specified per the Schedule.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For compliance reporting purposes, contractors are to report information regarding each order with date of shipment or delivery, as applicable, in accordance with the contract requirements by contacting the Shared Support Services Compliance Section via email at compliance@gpo.gov or via telephone at (202) 512-0520. Personnel receiving the email or call will be unable to respond to questions of a technical nature or to transfer any inquiries.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one (1) year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

- I. (a) (1) 4
- (2) 320

- II. (a) 4

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SECTION 4. - SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared non-responsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid), NA (Not Applicable), or blank spaces for an item may be declared non-responsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 100 will be prorated at the per 100 rate.

Contractor’s billing invoice must be itemized in accordance with line items in the “SCHEDULE OF PRICES.”

I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications. One makeready will be allowed per order.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 books</u> (2)
(a) Per matchbook (25 4-part forms per book)	\$ _____	\$ _____

II. ADDITIONAL OPERATIONS:

(a) Digital Content or One-off Proofs..... per 4-part set.....\$ _____

Initials)

SHIPMENTS: Shipments will be made from: City _____ State _____.

The city(ies) indicated above will be used for evaluation of transportation charges when shipment f.o.b. contractor's city is specified. If no shipping point is indicated above, it will be deemed that the bidder has selected the city and state shown below in the address block, and the bid will be evaluated and the contract awarded on that basis. If shipment is not made from evaluation point, the contractor will be responsible for any additional shipping costs incurred.

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent _____ Calendar Days. See Article 12 "Discounts" of Solicitations Provisions in GPO Contract Terms (Publication 310.2).

AMENDMENT(S): Bidder hereby acknowledges amendment(s) number(ed) _____.

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated point(s), in exact accordance with specifications. *NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.*

BIDDER'S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms – Publication 310.2. When responding by email, fill out and return one copy of all pages in "SECTION 4. – SCHEDULE OF PRICES," including initialing/signing where indicated. Valid electronic signatures will be accepted in accordance with the Uniform Electronic Transactions Act, §2. Electronic signatures must be verifiable of the person authorized by the company to sign bids.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor's Name) (GPO Contractor's Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature, and Title of Person Authorized to Sign this Bid) (Date)

(Person to be Contacted) (Telephone Number)

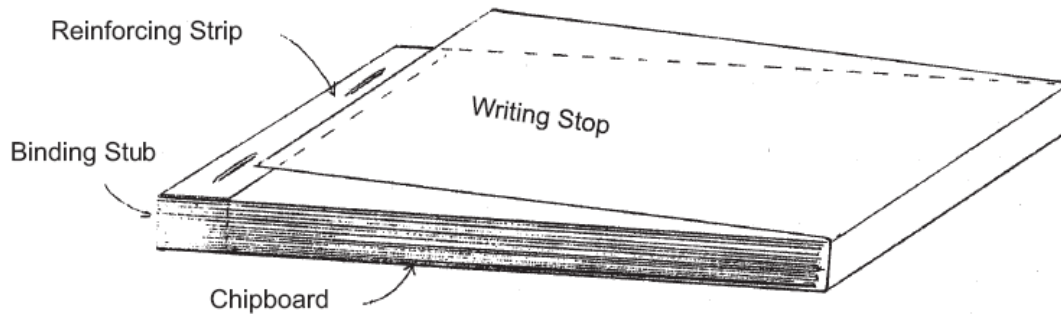
(Email) (Fax Number)

THIS SECTION FOR GPO USE ONLY

Certified by: _____ Date: _____ Contracting Officer: _____ Date: _____
(Initials) (Initials)

EXHIBIT A - CONSTRUCTION

Attachment B



CONSTRUCTION: Bind _____-part sets per book. Matchbook style cover with reinforcing strip on top. (May wrap around binding stub or not at contractor's option.) Two wire stitches through binding stub. A piece of chipboard or equal, approximately .020" thick to be placed between bottom set and cover. Cover to fold around to form writing stop. SCORE cover at all folds.